

# **ABOVEGROUND PETROLEUM STORAGE ACT**

## **Grant Application Instructions**

Each Certified Unified Program Agency (CUPA) is responsible for obtaining their allocated funds by submitting the Aboveground Petroleum Storage Act (APSA) grant application, local resolution, and signed grant agreement to the California Environmental Protection Agency (Cal/EPA) in a timely manner.

### **GRANT PROCESS OVERVIEW**

- 1) CUPA's complete and submit grant applications to Cal/EPA by March 1, 2008.
- 2) Cal/EPA processes grant agreements and sends agreements to CUPA's for signature. The term of the grant agreement is from January 1, 2008, through March 1, 2010.
- 3) CUPA returns signed grant agreement to Cal/EPA no later than June 2, 2008.
- 4) Once local resolution is also received, Cal/EPA processes checks to CUPA's (first disbursement is 80 percent of total allocation).
- 5) CUPA submits semi-annual reports, with invoices, to Cal/EPA. All costs incurred in implementing the APSA program from January 1, 2008, through December 31, 2009, are covered, including costs associated with applying for the grant.
- 6) Cal/EPA processes checks to reimburse CUPA's remaining allocation after their initial disbursement of 80 percent is expended and invoices of actual expenditures for the CUPA's remaining 20 percent allocation are received.

### **SUBMITTAL OF THE GRANT APPLICATION**

- 1) Submit completed grant applications ***BOTH ELECTRONICALLY AND IN HARDCOPY FORMAT.***
- 2) Submit the electronic application (in MS Word format) via e-mail to the Cal/EPA Unified Program e-mail address at [cupa@calepa.ca.gov](mailto:cupa@calepa.ca.gov).
- 3) Submit the grant application with original signature to Cal/EPA at the following address:

California Environmental Protection Agency  
Unified Program Section  
1001 "I" Street  
Sacramento, California 95814

- 4) Submit the application by March 1, 2008. Contact John Paine at (916) 327-5092 or [jpaine@calepa.ca.gov](mailto:jpaine@calepa.ca.gov) or Jennifer Lorenzo at (916) 327-9560 or [jlorenzo@calepa.ca.gov](mailto:jlorenzo@calepa.ca.gov) should an extension be necessary.
- 5) Refer to the grant application form, sample application, and sample resolution that are available in MS Word format on the Cal/EPA Unified Program Web site at <http://www.calepa.ca.gov/CUPA/Aboveground/>.

The grant application instructions below refer to the sample application.

## **APPLICATION**

### **1. ENTITY INFORMATION**

- Name of Grantee: Be sure to list the agency here (i.e., Lorenzo County). This will be the name to whom the check is issued.
- Project Director: List the name **and title** of the individual who will be assigned the overall responsibility for the grant and who will be authorized pursuant to the CUPA's local resolution. This will be the individual who will sign the grant agreement and may also sign the grant application.
- Grant Contact: List if CUPA desires a primary contact other than the Project Director, otherwise leave blank.
- Either party may change its Representative(s) upon written notice to the other party.

### **2. GRANT AMOUNT**

- Enter the exact total allocation amount, including the pennies. The amount is provided on the "grant application cover letter" sent to each CUPA and indicated on the Cal/EPA Unified Program Web site (<http://www.calepa.ca.gov/CUPA/Aboveground/>).
- The allocation formula information is also available on the Web site.

### **3. WORK PLAN**

- Provide an overarching statement that depicts the CUPA's intention to incorporate the implementation of the APSA program into the existing Unified Program.
- Provide a brief narrative summary for each activity that clearly describes who, what, when, and how.

#### **A. Work Plan (implementation plan or scope of work)**

##### **I. Fee Accountability Program**

- a. Language may mirror sample application closely.
- b. Completion date may be later than provided in the sample application in order to handle certain accountability elements.

*Health and Safety Code chapter 6.67, section 25270.6 (b) - The Unified Program Agency (UPA) shall also implement the fee accountability program established pursuant to subdivision (c) of section 25404.5 and the regulations adopted to implement that program.*

##### **II. Unified Program Single Fee System**

- a. Establish and adopt the APSA fee.

*Health and Safety Code chapter 6.67, section 25270.6 (b) - The governing body of the UPA shall establish a fee, as part of the single fee system implemented pursuant to section 25404.5, at a level sufficient to pay the necessary and reasonable costs incurred by the UPA in administering this chapter, including, but not limited to, inspections, enforcement, and administrative costs.*

- b. Indicate intention to waive fees for state and local government agencies.  
*Health and Safety Code chapter. 6.67, section 25270.6 (b) - The UPA may provide for a waiver of these fees when a state or local government agency submits a tank facility statement.*
- c. Incorporate the APSA fee into the single fee system.
- d. Make the fee schedule available.
- e. Incorporate into the dispute resolution procedure.

**III. Staffing Plan**

- a. Proposed staffing.
- b. Adequacy analysis of proposed staffing.

**IV. Identification of Regulated Universe**

- a. Use the Aboveground Storage Tank (AST) Facility List distributed by Cal/EPA in September 2007 or the revised list submitted to Cal/EPA in September/October 2007. To obtain the AST Facility List, contact Jennifer Lorenzo at (916) 327-9560 or [jlorenzo@calepa.ca.gov](mailto:jlorenzo@calepa.ca.gov).
- b. Segregate the list based on categories – *see sample application*.
- c. **All CUPA's must submit updated list to Cal/EPA by December 1, 2008.** Existing AST Facility List will then be updated and the percentage shares for each CUPA will be recalculated and used for future allocations of remaining funds from the Environmental Protection Trust Fund.

**V. Staff Training Plan**

- a. Identify the applicable staff that will be attending the field training offered by Cal/EPA in the summer/fall of 2008 and the Computer-Based Training course.
- b. Address ongoing training plan.

**VI. Inspection and Compliance Plan**

- a. Identify compliance assurance plan.
  - i. Address spill prevention control and countermeasure plan preparation and implementation.
  - ii. Annual facility review and processing (including acceptance of annual chemical inventory statement in lieu of a separate annual facility tank statement).
  - iii. Spill notification
  - iv. Inspection
    - 1) Frequency
    - 2) All tanks or representative sample of tanks
    - 3) Enforcement considerations
- b. State your intent to submit an alternative compliance assurance plan, if applicable, to the Cal/EPA Secretary for approval.
  - i. Describe your alternative plan.

**VII. Unified Program Administrative Procedures**

- a. Identify, in general or specifically, the procedures that will be amended to incorporate reference or certain aspects of the APSA program.

**VIII. Regulated Business Outreach Activities**

- a. State the guidance materials or fact sheets that will be developed, if any.
- b. Identify planned workshops or seminars, if any.
- c. Identify intent to conduct one-on-one outreach visits, if any.

**IX. Other Implementation Activities**

- a. Address other Participating Agency (PA) considerations, if any.
  - i. Amendments to PA Agreements.

**B. Implementation Timeline**

- I. List the projected completion dates for planned deliverables as described in the work plan.
- II. **Please include Reporting and Invoice due dates (not provided on sample application):**

1 <sup>st</sup> Report & Invoice	-	August 1, 2008
2 <sup>nd</sup> Report & Invoice	-	February 1, 2009
3 <sup>rd</sup> Report & Invoice	-	August 1, 2009
Final Report & Invoice	-	March 1, 2010

**4. PROJECTED BUDGET**

- Budget total = exact total allocation.
- Total of line items must equal total grant allocation.
- The maximum allowable percentage for indirect costs is 35 percent. This rate is applied to personnel services only.
- One budget only – may include total allocation for PA's as separate line item(s) or as part of the professional/consultant services item.
- Salary for personnel services is based on hourly rate and includes fringe benefits.
- Operating expenses include travel expenses and supplies or materials (less than \$5,000 per item).
- Equipment items are supplies or materials that are \$5,000 or more per item.

**5. CERTIFICATION**

- Signed by the Project Director (as authorized on your local resolution), grant contact or a designated representative.